

Program A: Executive Administration

Program Authorization: R.S. 39:1 et seq.; 39:101; 39:140; 39:321; 39:1485 et seq.; 39:1562; 39:1641 et seq.; 38:221 et seq.; 36:4; 41:1; 42:1261 et seq.; 49:141; 49:663.1; 49:954.1

Program Description

The mission of the Executive Administration Program of the Division of Administration is to provide centralized administrative and support services to all state agencies and the state as a whole by developing, promoting, and implementing executive policies and legislative mandates. The goals of the Executive Administration Program of the Division of Administration are:

1. To ensure that the financial accounting and budgetary information is timely, consistently fully integrated, easily accessible and accurate.
2. To promulgate procedures for state agencies and institutions to purchase quality goods and services, and enter into legal and ethical contractual agreements, which demonstrate innovative and creative leadership.
3. To provide innovative leadership and implementation of sound management practices for the cost- effective deployment of appropriate information and communications technology.
4. The Comprehensive Public Training Program will lead state government efforts to provide effective training for state employees.
5. To coordinate and provide quality operational services utilizing sound management practices to provide for the maintenance of state facilities and lands in accordance with executive policy and legislative mandates.

The Administrative activity is composed of the following:

Commissioner's Office: The Commissioner's Office oversees and coordinates the activities of twenty-five sections within the Division of Administration. These sections perform a wide variety of legislatively mandated activities and other required functions of state government in keeping with the Commissioner's overall responsibility. The Commissioner's Office works through the various Divisions of Administration sections to encourage and implement sound management practices, to promote state government accountability, and to address the individual needs of all state agencies and employees. Planning and Budget: The Office of Planning and Budget (OPB) OPB has primary responsibility for implementation of performance-based budgeting in the Executive Branch of Louisiana state government. This includes budget-related services (such as long- and short-term financial analysis and operating budget development, monitoring, and control) and policy development, planning, accountability, and other management services (including the maintenance of a statewide performance database and integration of performance information into the budget development process. OPB staff represents the governor and commissioner of Administration on commissions, councils, task forces, and consensus estimating conferences; through the State Economist, the OPB provides revenue projections to the Revenue Estimating Conference. Legal: The Office of General Counsel provides quality, professional legal services to the commissioner of administration, his staff, and all sections of the Division of Administration, including provision of legal advice, as well as, legal representation in judicial and administrative forums. General Counsel staff also provides legal advice to other executive branch agencies regarding matters within the purview of the Division of Administration.

Contractual Review: The Office of Contractual Review (OCR) is charged by law with adopting rules and regulations for the procurement, management, control, and disposition of all professional, personal, consulting, social services, and cooperative endeavor agreements required by state agencies. The OCR decides all matters of policy relative to contracts in order to ensure that contracts for services are awarded and maintained in a uniform and equitable manner. Contracts received by the OCR are reviewed to ensure that they comply with laws and regulations, that funding is available, and that the proposed services are reasonable and advisable. The review process also ensures that a central record is maintained and that comparative statistics in the number and kinds of needed services can be developed for planning purposes.

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Statewide Uniform Payroll System: The Office of State Uniform Payroll provides user agencies with the capability to process employee compensation in an accurate, uniform, and timely manner through the operation and enhancement of the Statewide Human Resource Management System. The Office of State Uniform Payroll staff provides user agencies and their employees services including payroll training, employee payment, payment of payroll liabilities, centralized accounting of payroll liabilities and disbursements, and information regarding changes in federal and state laws relative to payroll processing.

Statewide Reporting and Accounting Policy: The Office of Statewide Reporting and Accounting Policy is both a service and control operation within the Division of Administration. The office has two sections: the Financial Management Reporting Section and the Financial Systems Section. The Financial Management and Reporting Section has primary responsibility for financial reporting services including preparation of the Comprehensive Annual Financial Report (CAFR), preparation of interim financial reports as required, and the negotiation of the Statewide Cost Allocation Plan. The Financial Systems Section has responsibility for statewide accounting services and control functions including assisting various agencies and commissions in resolving intricate and complex financial problems through the Help Desk, establishing statewide accounting policies and procedures, maintaining the statewide vendor file, and maintaining the Cash Management Improvement Act (CMIA) Agreement with the federal government.

Comprehensive Public Training Program: The Comprehensive Public Training Program (CPTP) is the only statewide training program for Louisiana state employees. The CPTP offers programs in management development and supervisory training, skills training for non-supervisory employees, and training in the use of microcomputer software packages. The CPTP offers a cost-effective method for providing training specific to the work environments of state government. Additionally, CPTP classes have an added advantage of being specifically designed to address current needs in state government. Through these training services, needed assistance is being provided to state government agencies in an effort to maximize their human resources.

Finance and Support Services: The Office of Finance and Support Services (OFSS) provides accurate and timely accounting services as well as support and financial management reporting to various offices and agencies within the Executive Department, the Division of Administration, the Board of Regents, the Board of Elementary and Secondary Education, the State Advisory Council for Vocational Education, and the State Police Commission. The office also provides similar services to the Louisiana Office Building Corporation, the Louisiana Office Facilities Corporation, the Louisiana Correctional Facilities Corporation, and to a wide range of programs and services funded under Schedule 20 of the General Appropriation Act. In addition, the office administers and controls the financial aspects of the Louisiana Equipment and Acquisition Fund. The DOA created a new Employee Administration (EA) Unit within the OFSS. The Office of Personnel Services (OPS) Operations Unit and two other OPS employees were merged with the Payroll Unit in OFSS to form the new EA Unit.

Human Resources: The Office of Human Resources provides a full range of personnel services in the areas of employee counseling, policy determination, training, and disciplinary action to more than 1,500 workers employed by the Division of Administration, the Office of the Governor, the Board of Regents, the Board of Elementary and Secondary Education, and the State Council on Vocational Education.

State Purchasing: The Office of State Purchasing is responsible for standardizing and procuring goods and services required by state agencies. This office issues contracts covering the majority of items required by agencies and political subdivisions as well as processes requisitions and orders for those items not covered by annual contracts. In addition to controlling costs, this office enables the state to reduce costs by realizing true economies of scale while ensuring that small and large agencies alike get the best pricing available. This office also serves an information and education function through its sponsorship and participation in educational seminars designed to assist agencies in understanding and utilizing the procurement code.

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Facility Planning and Control: The Facility Planning and Control (FPC) assists in the management of the state's finances and fixed assets by administering the state's comprehensive capital outlay budget process and implementing a comprehensive, centralized facility management program. The FPC is also responsible for analyzing capital outlay requests, contracting for the planning and construction of outlay requests, contracting for the planning and construction of projects, conducting periodic inspections, and disbursing funds. Through the implementation of a comprehensive, centralized facility management/asset management program, this office provides development and implementation of uniform standards for capital outlay projects; establishment of equitable, uniform space standards; maintenance of an accurate and comprehensive database of the state's fixed assets; avoidance of costly duplication of facility management systems; and provides access to a common database for a multitude of users.

State Buildings and Grounds: The Office of State Buildings is charged with managing, operating, and maintaining more than thirty public state buildings and the grounds that surround them. This charge includes ensuring that all buildings are safe, energy-efficient, comfortably cooled and heated, attractive, and properly maintained. This office provides security, custodial services, waste management, and repairs and renovations to facilities under its jurisdiction. This office is also responsible for ensuring the timely and proper maintenance of elevators.

Electronic Services: Formerly known as the Office of Data Base Commission, the Office of Electronic Services (OES) was created within the Office of Information Technology by Act 772 during the 2001 Legislative Session. OES provides citizen, businesses, and government electronic access to comprehensive state information and services. The Office maintains INFO Louisiana, the Louisiana Services Directory, Louisiana Database Catalog, Louisiana News, Louisiana E-Mall, electronic Announcements and Notifications, and the State Census Data Center.

Computing Services: Formerly known as the Office of Information Services, the Office of Computing Services (OCS) provides centralized data processing services and support to the Division of Administration and selected departments within the executive branch. OCS provides the operational support for statewide applications and shared hardware and software systems. OCS will provide consolidated management of facilities, hardware, software, operations, and technical support of Computing systems, as determined by the Chief Information Officer.

Information Services: The Division of Administration Information Services provides all information services to the sections of the Division of Administration. This includes traditional application development of large complex systems run on a mainframe computer, client server applications run on mid-range computer, Web-based applications as well as those on PC-based systems such as Access and Excel. This includes the entire life cycle of information systems from strategic planning, systems definition and planning, functional user requirement, technical systems design, detail design, systems development, unit and system testing, production support and maintenance. This includes Help Desk support to the users, as well as the appropriate level of training (both initial and ongoing) and user documentation. OIS manages two major categories of systems: statewide administrative systems (ISIS) and systems that are more internal to the DOA sections. Direct support is provided to the end users as well as the DOA control agencies. ISIS support is also provided for the other control agencies outside the DOA: for the financial system, the State Treasurer's Office and for human resources, the State Civil Service, and the State Police Commission.

State Lands: The Office of State Land strives to ensure the highest possible economic return from state lands and water bottoms while encouraging their maximum public utilization. The Office's responsibilities include: identifying, mapping, inventorying, and coordinating agency management of public lands and water bottoms; and selling or otherwise disposing of all properties no longer useful to the state, in accordance with state law. In fostering multiple utilization of the state's natural resources, the State Land Office must balance individual agency usage with land and timber management, surface and mineral leasing, rights-of-way, and subsurface agreements.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$45,289,691	\$54,335,607	\$57,636,102	\$59,235,280	\$56,648,067	(\$988,035)
STATE GENERAL FUND BY:						
Interagency Transfers	9,041,690	12,019,169	18,389,329	16,598,176	16,219,453	(2,169,876)
Fees & Self-gen. Revenues	15,377,764	18,180,647	16,185,885	19,299,333	17,382,252	1,196,367
Statutory Dedications	2,540,507	5,361,870	8,269,341	5,000,000	3,000,000	(5,269,341)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$72,249,652	\$89,897,293	\$100,480,657	\$100,132,789	\$93,249,772	(\$7,230,885)
EXPENDITURES & REQUEST:						
Salaries	\$25,353,701	\$25,793,232	\$27,204,987	\$28,119,697	\$26,358,566	(\$846,421)
Other Compensation	837,666	267,613	504,186	504,186	504,186	0
Related Benefits	5,359,111	5,927,675	6,609,144	7,309,257	6,285,890	(323,254)
Total Operating Expenses	24,846,929	29,037,183	27,074,458	31,574,123	30,402,227	3,327,769
Professional Services	2,403,405	3,603,638	6,403,016	6,715,006	6,032,297	(370,719)
Total Other Charges	11,886,017	24,940,953	32,082,851	25,287,384	23,347,566	(8,735,285)
Total Acq. & Major Repairs	1,562,823	326,999	602,015	623,136	319,040	(282,975)
TOTAL EXPENDITURES AND REQUEST	\$72,249,652	\$89,897,293	\$100,480,657	\$100,132,789	\$93,249,772	(\$7,230,885)
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	598	608	615	618	590	(25)
Unclassified	7	6	6	6	7	1
TOTAL	605	614	621	624	597	(24)

SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Fees and Self-generated Revenue, and Statutory Dedications. Interagency Transfers are received from various state agencies for computer services training services, maintenance and utilities on state-owned buildings and LEAF payments. Fees and Self-generated Revenues are derived from the following: (1) rent from tenants in state-owned buildings; (2) loan payments from local governments from economic development loans; (3) fees on state land leases, and sale of maps and timber; (4) support services for ancillary agencies. Statutory Dedications are derived from the Louisiana Technology Innovation Fund created by Act 481 of the 1997 Regular Legislative Session, and the Deficit Elimination Fund. (Per R.S. 39:32B. (8), see table below for a listing of expenditures out of each statutory dedicated fund.)

	ACTUAL	ACT 13	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	OVER/(UNDER)
						EXISTING
Louisiana Technology Innovations Fund	\$2,540,507	\$5,000,000	\$7,907,471	\$5,000,000	\$3,000,000	(\$4,907,471)
Deficit Elimination/Capital Outlay Escrow Replenishment Fu	\$0	\$361,870	\$361,870	\$0	\$0	(\$361,870)

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$54,335,607	\$89,897,293	614	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$3,300,495	\$7,261,842	0	Carryforward obligations for the Louisiana Technology Innovation fund, TANF projects, SECURE re-engineering of DSS, and other obligations
\$0	\$1,071,522	0	Carryforward Interagency Transfers authority for obligations in the TANF program for needs assessment in child care, transportation, housing, and job skills for poor families; and for the training of case management staff to appropriately assess and deliver client services and referrals
\$0	\$2,250,000	0	Funding for caseworker training, evaluation and needs assessments, and provider capacity building programs made available through bonus awards by the federal government to Louisiana for its outstanding TANF initiatives
\$0	\$0	7	Additional positions, including 3 positions for information technology security; 2 to provide internet access to state services for citizens, tourists, and businesses; 1 position to review the CAFR; and 1 position to support the TANF office
\$57,636,102	\$100,480,657	621	EXISTING OPERATING BUDGET - December 2, 2002
\$411,461	\$439,397	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$312,745	\$322,534	0	Risk Management Adjustment
\$0	\$290,000	0	Acquisitions & Major Repairs
\$0	(\$308,328)	0	Non-Recurring Acquisitions & Major Repairs
(\$3,300,495)	(\$8,333,364)	0	Non-Recurring Carry Forwards
(\$16,230)	(\$16,230)	0	Legislative Auditor Fees
\$156,473	\$156,473	0	Rent in State-Owned Buildings
\$5,719	\$5,719	0	Maintenance of State-Owned Buildings
\$419,764	\$543,268	0	Salary Base Adjustment
(\$525,230)	(\$679,764)	0	Attrition Adjustment
(\$1,241,288)	(\$1,619,502)	(28)	Personnel Reductions
(\$241,250)	(\$312,232)	0	Salary Funding from Other Line Items
\$290,168	\$402,443	0	Group Insurance Adjustment
\$4,022	\$5,657	0	Civil Service Fees
(\$1,261,782)	(\$1,261,782)	0	Executive Order MJF 2002-29
\$0	\$1,769,910	3	Workload Adjustment - Funding for the operation and maintenance of the Supreme Court Building, Livingston Building, and the State Museum Building

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$168,716	1	Workload Adjustment - Funding for CPTP to hold training classes for mandatory Civil Service training for supervisory and managerial positions
\$0	\$276,658	0	Workload Adjustment - Funding for Facility Planning due to the increase in non-state entity capital outlay projects
\$0	\$2,347,153	0	Other Annualizations - Funding for the operation and maintenance of the DEQ Lab, Galvez Building, and the Poydras Building
\$29,814	\$29,814	0	Other Annualizations - Funding for LEAF payments for shared server disk and backup tape drives
\$0	(\$427,231)	0	Other Non-Recurring Adjustments - Group Benefits premium adjustment
\$0	(\$515,416)	0	Other Non-Recurring Adjustments - Funding for the operation and maintenance of the Onyx Building and the old Insurance Building
\$1,088,628	\$1,088,628	0	Other Adjustments - Funding to upgrade the LAGNIAPPE production server for OIS
\$1,033,856	\$1,033,856	0	Other Adjustments - Funding adjustment for the software and hardware maintenance contracts and license upgrades
\$500,000	\$500,000	0	Other Adjustments - Funding to implement the Network Operation Center for OIT
\$432,761	\$432,761	0	Other Adjustments - Funding to implement phase 2 of the BRASS database for OPB
\$161,662	\$272,384	0	Other Adjustments - Funding adjustments for capitol security
\$7,920	\$10,152	0	Other Adjustments - Funding adjustment for additional data lines
\$0	\$30,000	0	Other Adjustments - Funding for the statewide cost allocation plan for direct billing to the federal government
\$0	\$10,600	0	Other Adjustments - Funding for travel costs to attend training on the SAP payroll and garnishments
\$0	\$196,499	0	Other Adjustments - Funding adjustment for statewide email services
(\$550,424)	(\$550,424)	0	Other Adjustments - Cuts to fund the retirement and group insurance adjustments
(\$450,000)	(\$400,000)	0	Other Adjustments - Funding adjustment for the Capitol Park agency relocations
\$0	(\$2,000,000)	0	Other Adjustments - Funding adjustment for the Louisiana Technology Innovations Fund
\$0	(\$1,680,000)	0	Other Adjustments - Adjustment to the training grants due to a reallocation of available TANF funds
\$1,743,671	\$0	0	Net Means Of Financing Substitutions - Funding adjustment due to a decrease in the State Land revenue projections because of a decline in the renewal of pipeline right-of-way revenues
\$0	\$240,766	0	New and Expanded Adjustments - Funding for additional security in the New Orleans, Monroe, and Champion State Office Buildings
\$0	\$300,000	0	New and Expanded Adjustments - Funding for Facility Planning to develop and implement the Energy Management Act of 2001
\$56,648,067	\$93,249,772	597	TOTAL RECOMMENDED
(\$2,021,389)	(\$2,021,389)	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$54,626,678	\$91,228,383	597	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$1,088,628	\$1,088,628	0	Funding to upgrade the LAGNIAPPE production server for OIS
\$500,000	\$500,000	0	Funding to implement the Network Operation Center for OIT
\$432,761	\$432,761	0	Funding to implement phase 2 of the BRASS database for OPB
\$2,021,389	\$2,021,389	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$56,648,067	\$93,249,772	597	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$3,347,323	Professional Services for ISIS contracts covering programming, analytical work, and other support services including updating the SAP software
\$1,186,696	Funding for the State Land Office for scanning and archiving historical land title record documents
\$359,809	Professional services to implement phase 2 of the BRASS database for OPB
\$214,148	Other Professional Services as needed by the Division of Administration
\$194,731	Funding for the State Land Office for various duties including historical investigations and research, title research, and boundaries research
\$160,290	Legal services provided to the Division of Administration, including the State Land Office
\$121,743	Professional Services for Facility Planning and Control for various building seminars.
\$102,490	Funding to assess the performance of IT systems and technology operations, performance measurement, benchmarking policies, and procedures
\$83,380	Funding for accounting services for the Office of Facilities Corporation.
\$71,743	Funding for safety compliance with EPA, OSHA, and DEQ rules and regulations
\$51,245	Funding to research and develop new and/or improve existing State Purchasing programs and to enhance training and office processes
\$51,143	Funding to provide consulting services in areas related to the Consensus Estimating Conference
\$49,814	Funding to provide assistance in defining the issues and approach to be used in the delivery of email services statewide
\$30,747	Funding for technical services contract support relating to collection and analysis of enhancing InfoLouisiana web site and Louisiana E-mail enhancements
\$4,750	Professional Services contracts for Personnel for the sign language interpreting services and for transcription services
\$2,245	Other Professional Services the Office of Statewide Reporting and Accounting Policy for the design of the cover and the divider pages of the CAFR, proof read draft of the CAFR, Employee Relations Database Compilation Project, and transcription services
\$6,032,297	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$6,072,879	Funding for service contracts to support the various information services provided by the Division of Administration
\$1,600,000	TANF contracts to conduct oversight and evaluation of the statewide TANF programs
\$1,221,828	Funding for the implementation of DOTD on the ISIS HR system
\$935,568	Funding for CPTP service contracts with Louisiana State University to provide training and technical assistance, with the Military for training via compressed video, and for special initiatives
\$800,000	Funding, more or less, for those state agencies relocating to state-owned buildings, including, but not limited to, costs associated with moving personnel and equipment, IT equipment, and office furniture, as necessary
\$420,000	Funding for IT Special Projects to coordinate and provide oversight for information technology within state government
\$150,000	Commissioner's Office - Funding for expert witness fees in the organ allocation lawsuit
\$56,775	Funding to prepare the statewide cost allocation plan, including the Division of Administration's portion of the statewide plan
\$49,850	Commissioner's Office - Funding for the maintenance and promulgation of a Louisiana local government database
\$1,484	Office of Statewide Reporting and Accounting Policy - Funding for the Government Officers Association to perform a review of the state CAFR and for the Certificate of Achievement award
\$11,308,384	SUB-TOTAL OTHER CHARGES
	Interagency Transfers:
\$4,896,354	Rent and maintenance of state-owned buildings
\$3,000,000	Louisiana Technology Innovations Fund created as a result of Act 481 of the 1997 Regular Session for the procurement of information technology and telecommunications systems and services
\$1,132,863	Office of Telecommunication Management charges
\$919,243	Department of Public Safety for Capitol Park security, including the Pentagon Courts and the State Capitol
\$804,364	Office of Risk Management insurance fees
\$801,177	State Mail fees
\$188,554	State Buildings and Grounds major maintenance and repair auxiliary
\$152,535	Legislative Auditor fees
\$93,637	Department of Civil Service fees
\$31,000	Department of Justice for the Office of Facility Planning associated with the Capital Outlay local projects
\$10,864	Comprehensive Public Training Program
\$7,464	Administrative Law Judge fees
\$1,127	Department of State for microfilm services
\$12,039,182	SUB-TOTAL INTERAGENCY TRANSFERS
\$23,347,566	TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$250,000	State Land acquisitions
\$69,040	Replacement and new office equipment and vehicles
\$319,040	TOTAL ACQUISITIONS AND MAJOR REPAIRS